

**CALIFORNIA BOARD OF ACCOUNTANCY**

2000 EVERGREEN STREET, SUITE 250
SACRAMENTO, CA 95815-3832
TELEPHONE: (916) 263-3680
FACSIMILE: (916) 263-3675
WEB ADDRESS: <http://www.dca.ca.gov/cba>



REQUEST FOR CERTIFICATION OF BOARD RECORD(S)

Certified Public Accountant applicants and licensees of this Board interested in transferring their CPA examination grades and/or license status to another state, are encouraged to inquire about that state's requirements prior to requesting a Certification of Board Record(s).

To make a grades or license transfer to another state, you should obtain an "Authorization for Release of Examination and Licensure Information" form from that state. Please complete your portion of the form, affix your signature, and forward it to the Board office for completion. If your state of choice does not have a grades transfer form, you may visit the Board's web site for the Certification Request form, or submit a written request to the Board asking for a transfer of information to the specified state. You must clearly identify what information is to be transferred. It is not necessary to provide a self-addressed stamped envelope, as the Board provides official envelopes for mailing certification requests to other state boards.

The Board charges a fee of \$25 for each certification request. This includes requests for letters confirming grades received on the Uniform CPA Examination, confirmation of CPA licensure, verification of firm licensure, requests for employer licensure verifications, and certification of copies for "Certificates of Experience – Form E/Form G."

The Board cannot process incomplete requests or requests without payment of the required \$25 per item fee (For example: 3 requests at \$25 = \$75). Payment must be made by check or money order. Foreign applicants must verify with their bank that the check is issued by a United States-affiliated bank and the United States Federal Reserve bank account number is printed on the check. All checks or money orders must be made payable to the California Board of Accountancy. **Please allow six to eight weeks for processing.**

The Certification Request Instructions form must be completed and reflect your signature in English, as this is your authorization for the Board to release information. **The address where the certification is to be mailed must also be completed. If there is more than one mailing address, please attach a separate page listing the addresses.**

For applicants requesting a letter confirming grades received on the Uniform CPA Examination, three letters are available.

- ❖ Letter #1 confirms successful passage of all sections of the Uniform CPA Examination and identifies the grades and dates of sitting for each section of the examination.
- ❖ Letter #2 confirms successful passage of the Uniform CPA Examination.
- ❖ Letter #3 confirms dates of sitting for the Uniform CPA Examination and all grades received.

When requesting a letter of certification, please specify on the Certification Request Form which letter you wish the Board to complete: Letter #1, Letter #2, or Letter #3.

Please carefully review all of the Certification of Board Record(s) information contained on this Web site. If you have questions or are unable to locate the information you need, please fax your questions to (916) 263-3676, e-mail to licensinginfo@cba.ca.gov or contact Board staff at (916) 263-3680.

**CALIFORNIA BOARD OF ACCOUNTANCY**

2000 EVERGREEN STREET, SUITE 250
 SACRAMENTO, CA 95815-3832
 TELEPHONE: (916) 263-3680
 FACSIMILE: (916) 263-3675
 WEB ADDRESS: <http://www.dca.ca.gov/cba>

**CERTIFICATION REQUEST INSTRUCTIONS**

The Board charges a fee of \$25 for each certification request. This includes requests for letters confirming grades received on the Uniform CPA Examination, confirmation of CPA licensure, verification of firm licensure, requests for employer licensure verification, and certified copies of "Certificates of Experience – Form E/Form G."

Requests will not be processed without payment of the required \$25 per item fee. Payment must be made by check or money order. Foreign applicants must verify with their bank that the check is issued by a United States-affiliated bank and the United States Federal Reserve bank account number is printed on the check. All checks or money orders must be payable to the California Board of Accountancy. Allow six to eight weeks for processing.

Please review all of the information regarding Certification of Board Record(s) contained on this Web site carefully. If you have any questions or are unable to locate the information you need, please fax your questions to (916) 263-3676, e-mail to licensinginfo@cba.ca.gov or contact Board staff at (916) 263-3680.

For the Board to process your request, please complete the release statement and sign your name in English, as this is your authorization for the Board to release information.

RELEASE STATEMENT

This information is needed to process my request. I hereby authorize the California Board of Accountancy to provide all pertinent information on this form to _____. Please mail certification to the following address:

Address _____

City, State, Zip, Country _____

Signature _____

Date _____

In case we need to contact you for additional information, please provide the Board with your current name, address, telephone number, e-mail or fax number.

Name _____

Telephone No. _____

Address _____

E-Mail _____

Fax No. _____

City, State, Zip _____

Country _____

Requests must include the \$25 per item fee (For example: 3 requests @ \$25 = \$75). Please process my request for verification of:

☐ Passage of CPA Examination Grades

☐ Employer Licensure Verification

☐ Passage of CPA Examination

☐ Certified Copies of "Certificate of Experience – Form E/Form G"

☐ CPA Examination Grades

☐ Authorization for Release of Exam & Licensure Information

☐ CPA Licensure

☐ Other _____

☐ Firm Licensure

CERTIFICATION REQUEST FORM

FOR THE BOARD TO PROCESS YOUR CERTIFICATION REQUEST, PLEASE PROVIDE THE FOLLOWING INFORMATION SPECIFIC TO YOUR NEEDS.

UNIFORM CPA EXAMINATION INFORMATION

If applicable, Unique Identifier Number _____
Full Name used on CPA Examination Application _____
Last date sat for the CPA Examination _____
Date California Uniform CPA Examination passed _____
Uniform CPA Examination Grades transferred from state of _____
Passed the International Uniform CPA Qualifications examination (IQEX)
☐ Yes ☐ No

For applicants requesting a letter confirming grades received on the Uniform CPA Examination, 3 letters are available:

- Letter #1 - Confirms successful passage of all sections of the Uniform CPA Examination and identifies the grades and dates sat for each section of the examination.
- Letter #2 - Confirms only the successful passage of the Uniform CPA Examination.
- Letter #3 - Confirms sitting for the Uniform CPA Examination and identifies the grades and dates sat for each section of the examination.

Please check the letter you want the Board to complete:

☐ Letter #1 ☐ Letter #2 ☐ Letter #3

CPA LICENSE INFORMATION

Have you applied for licensure? ☐ Yes ☐ No Date Applied for Licensure _____

If yes, supply the following: _____

Full Name (no initials) _____

Address _____

Telephone No _____

Area Code Office Number Area Code Home Number

Birthdate: _____ Social Security No. _____

Are you licensed to practice public accounting? ☐ Yes ☐ No

License No. _____ Issue Date _____ Expiration Date _____

FIRM LICENSURE

Type of firm license ☐ Partnership ☐ Corporation ☐ Fictitious Name

Name of Firm _____

EMPLOYER LICENSURE VERIFICATION

Full Name of Licensee (If known, middle name and/or initial) _____

If known, License No. _____

CERTIFIED COPIES OF "CERTIFICATE OF EXPERIENCE – FORM E"

Full Name _____ License No. _____

AUTHORIZATION FOR RELEASE OF EXAMINATION & LICENSURE INFORMATION

Full Name _____ License No. _____

OTHER
